

Supplier – Create and Submit Item Updates in the Oracle Supplier Portal Quick Reference Guide

Introduction

The new Oracle Supplier Portal allows suppliers to the Pennsylvania Liquor Control Board (PLCB) of spirits, wines, consumables and accessories to initiate updates to items previously submitted to and published by the PLCB.

This Quick Reference Guide (QRG) shows suppliers how to use the new Supplier Portal to submit requests for updates to any item.

Timing of Cost/Retail Changes for Special Order Items:

For Special Order (SO) items, cost changes (UPC Attributes: UPC Supplier Cost) entered on or before the 20th of the month will be effective as of the 1st of the following month. For example, a cost change entered on October 18 should be effective on November 1st, but a cost change entered on October 21 will not be effective until December 1st. The PLCB will make corresponding changes to SO item retail prices with the same timing.

Changes to SO Item Freight (Non-Stock Attributes: SO Freight [Per Bottle]) will become effective the day after the item attribute change is reviewed and approved by the PLCB.

See **Viewing Current SO Item Cost (After a Cost Change Has Been Requested)** below to understand how to use the BPA Agreement to see the cost that is currently in effect for an SO item once a new cost change has been requested.

Before You Begin

You must contact the PLCB before making any updates to items in the Oracle Supplier Portal for guidance in updating the item. For stock items, email your Category Manager and include either the 9-digit PLCB item number, the Universal Product Code (UPC) Number or the Supplier Shipping Container Code (SCC)/Global Trade Item Number (GTIN). Also include the reason for the update to the item. Only limited updates to stock items will be permitted in the Oracle Supplier Portal, and the Category Manager will indicate whether you should make updates in the system or if they will be handled by Product Management.

For SO items, email ra-lbslo@pa.gov.

For information on completing fields, refer to the [Supplier - Create and Submit Items in Oracle Supplier Portal QRG](#) or the [Supplier - Create and Submit Special Order Items in Oracle Supplier Portal QRG](#).

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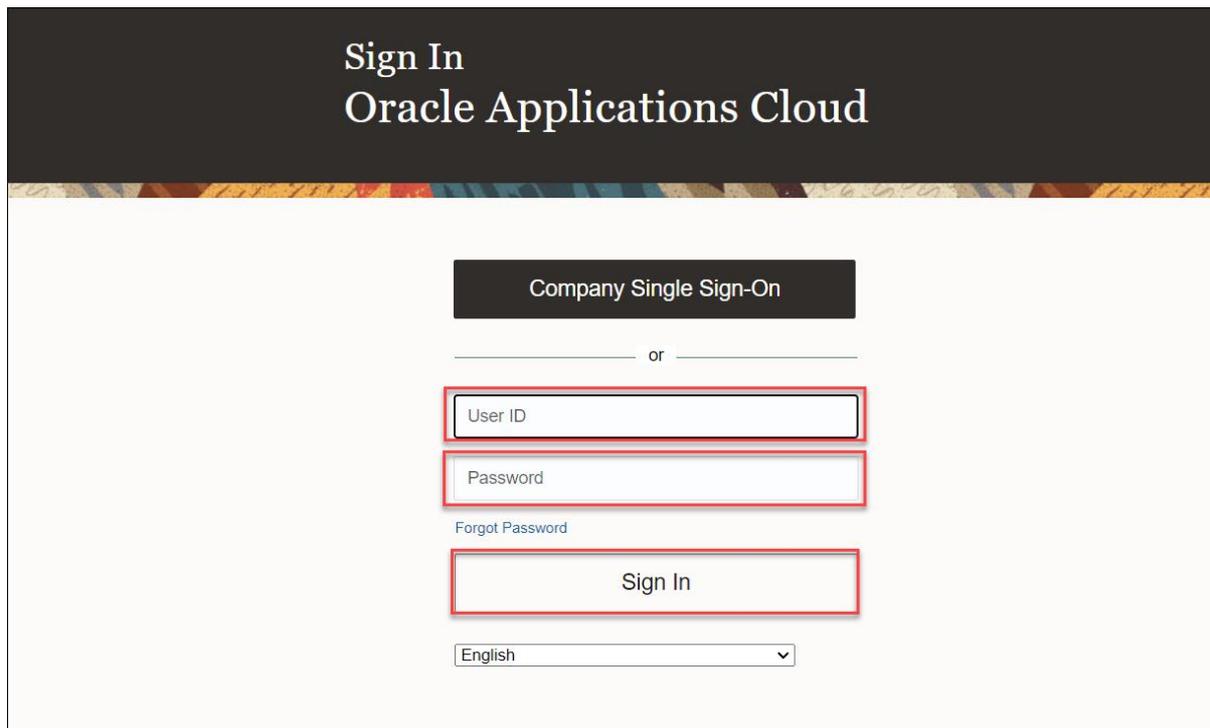
Glossary

Acronym	Meaning
GTIN	Global Trade Item Number
PLCB	Pennsylvania Liquor Control Board
QRG	Quick Reference Guide
SCC	Shipping Container Code
SO	Special Order
UPC	Universal Product Code

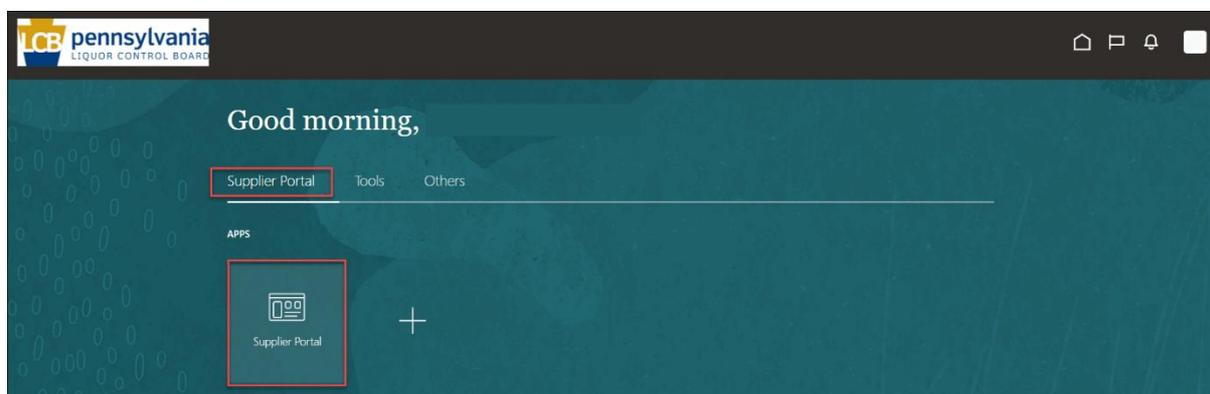
Update an Item (Oracle Supplier Portal)

Link to eLearning video: [Supplier - Create and Submit Item Updates in Oracle Supplier Portal](#)

1. Log in to the Oracle Supplier Portal:
 - a. Enter **User ID**
 - b. Enter **Password**
 - c. Click **Sign In**

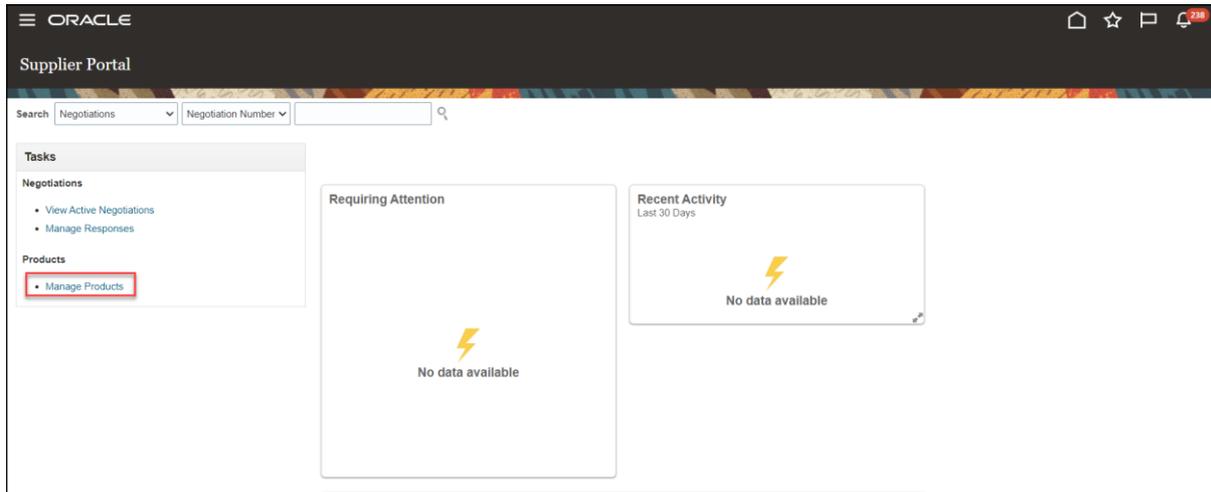


2. Navigate to the Welcome Springboard.
3. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



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4. Click the **Manage Products Link** on the left side of the screen under the Products Heading.



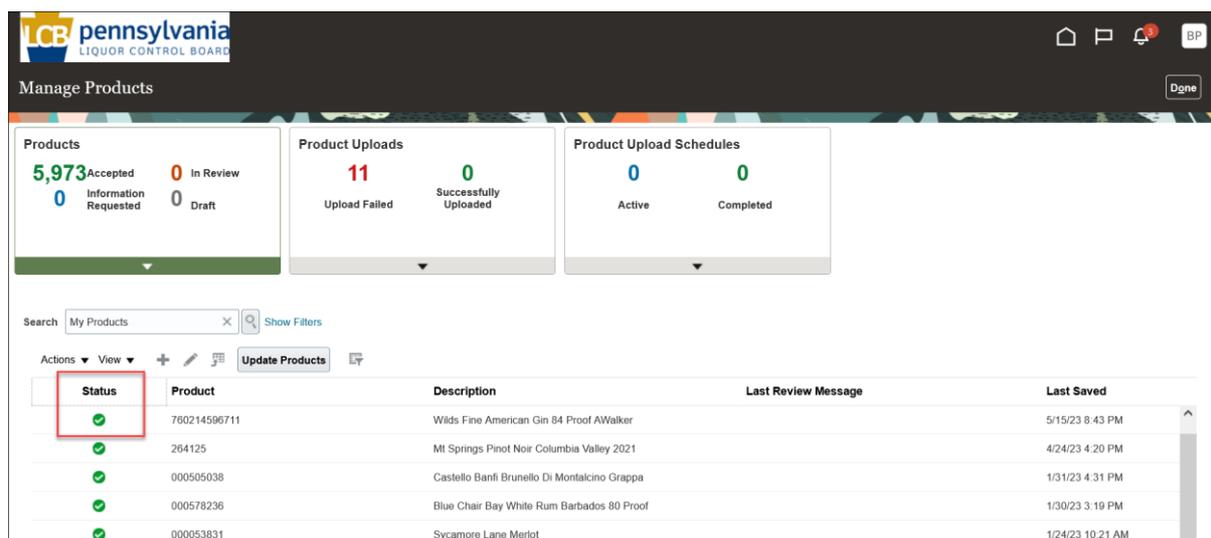
The Manage Products screen will appear.

Note: You may need to scroll down through headings to see Products > Manage Products.

5. Find the item for which updates need to be made.

Note: Users can refer to the “Searching on the Manage Products Screen” Section of the [Supplier - Oracle Supplier Portal Basic Navigation QRG](#) or the [associated eLearning](#) for more information on how to find the item to update.

6. Ensure a green **Checkmark Icon** displays in the Status Column. This indicates the item was previously published in the Oracle Supplier Portal.



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The screenshot shows the 'Manage Products' interface. At the top, there are three summary cards: 'Products' (5,973 Accepted, 0 Information Requested, 0 In Review, 0 Draft), 'Product Uploads' (11 Upload Failed, 0 Successfully Uploaded), and 'Product Upload Schedules' (0 Active, 0 Completed). Below these is a search bar and a table of products. The table has columns for Status, Product, Description, Last Review Message, and Last Saved. Two rows are highlighted with red boxes: one with a green checkmark and one with a red 'X' icon.

Status	Product	Description	Last Review Message	Last Saved
✓				5/19/23 6:33 PM
✗				5/19/23 1:41 PM
✓				5/15/23 8:43 PM
✓				4/24/23 4:20 PM
✗				4/19/23 5:10 PM

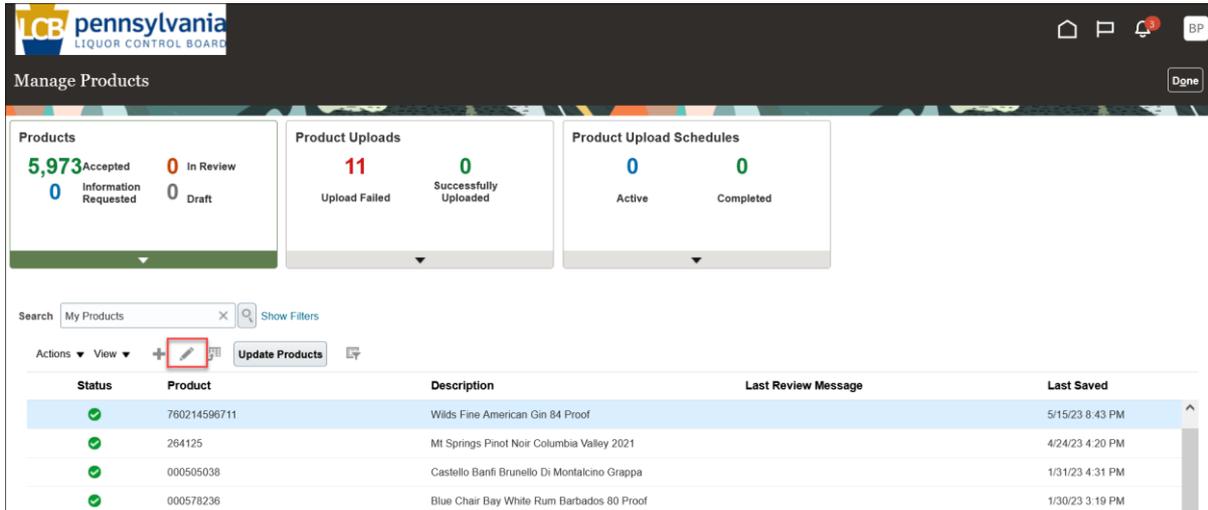
Note: Do not edit items with “Submitted” or “Rejected” in the Status Column.

This screenshot is similar to the previous one but highlights a specific product in the table. The 'Products' summary card now shows 1 'Information Requested' item. The table row for '769214596711' is highlighted, and a blue 'Information Requested' icon is circled in the Status column. The 'Last Review Message' for this item is 'Please provide current tasting notes.'

Status	Product	Description	Last Review Message	Last Saved
Information Requested	769214596711	Wilds Fine American Gin 84 Proof	Please provide current tasting notes.	6/7/23 7:26 PM
Information Requested	3333	SO Test Item		5/19/23 1:41 PM

Note: Items with a blue “Information Requested” icon indicate the item requires further corrections. You will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

7. Highlight the row, then click the **Pencil Icon** to edit the item.



The Edit Product screen will appear.

8. Make changes to the item.

Notes: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. “N/A” or “Other” may be available values if you do not have information for a field.

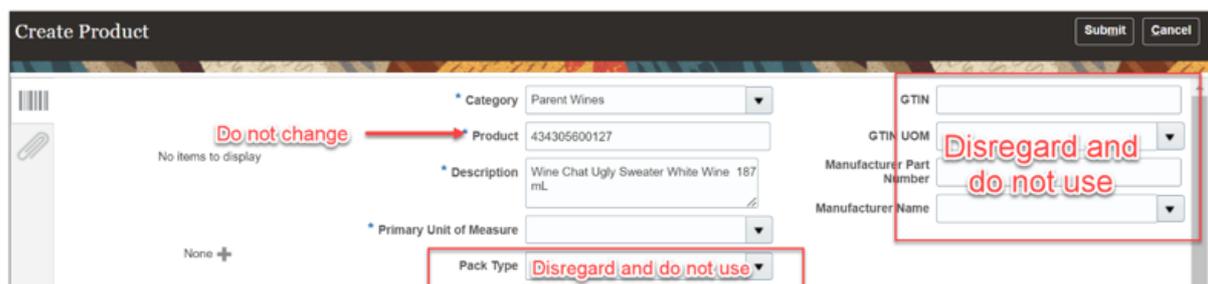
Do not copy and paste into Oracle Supplier Portal fields. Doing so may cause an unexpected result and delay your submission.

Ensure there are no trailing spaces in any fields.

Use only alphanumeric characters in the description field. Do not use any special characters such as the percent symbol (%), ampersand (&), asterisk (*) or others.

Do not change the Product number.

Disregard and do not enter Pack Type, Global Trade Item Number, GTIN Unit of Measure, Manufacturer Part Number and Manufacturer Name fields. The PLCB does not use these fields.

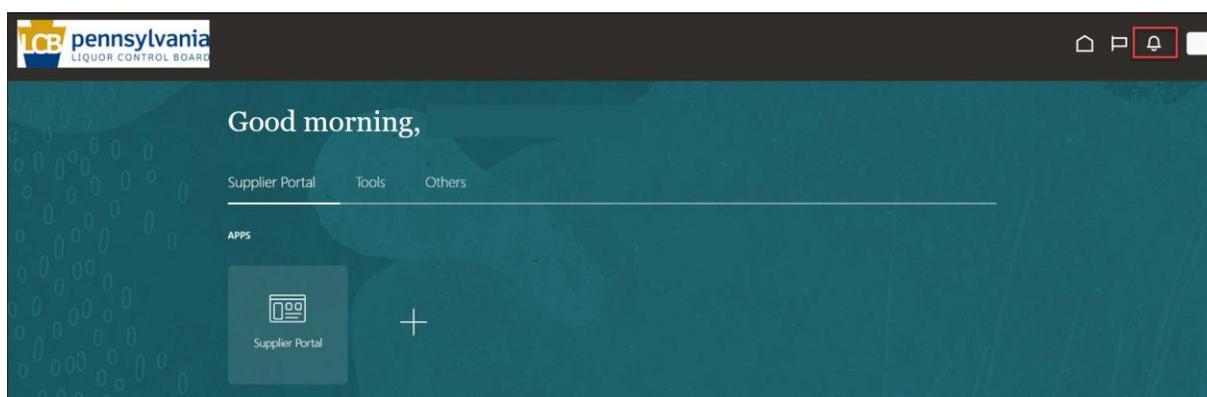


9. Click **Submit** in the top right corner after making changes to the item.

After clicking “Submit,” the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: An error message will appear if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.



Viewing Current SO Item Cost (After a Cost Change Has Been Requested)

Link to eLearning video: [Supplier - Viewing Current SO Item Cost \(After a Cost Change Has Been Requested\)](#)

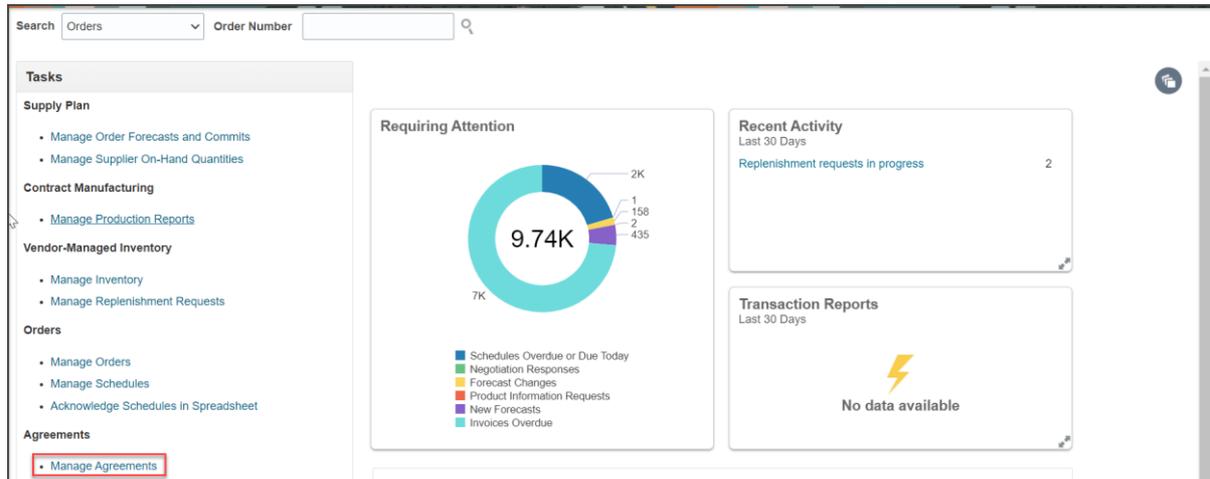
Introduction:

Once a cost change has been entered for an SO Item, the Manage Products screens will show the new cost for the item that has been sent to PLCB for review/ acceptance. For SO items, cost changes (UPC Attributes: UPC Supplier Cost) entered on or before the 20th of the month will be effective as of the 1st of the following month. For example, a cost change entered on October 18 should be effective on November 1st, but a cost change entered on October 21 will not be effective until December 1st. The PLCB will make corresponding changes to SO item retail prices with the same timing. It may take 10-40 days for the cost to become effective depending on the date the change was entered.

While the Manage Product screens will show the new cost that has been submitted for an item, the BPA Agreement cost will only be updated when the cost change becomes effective. Follow the steps below to view an item in the BPA Agreement.

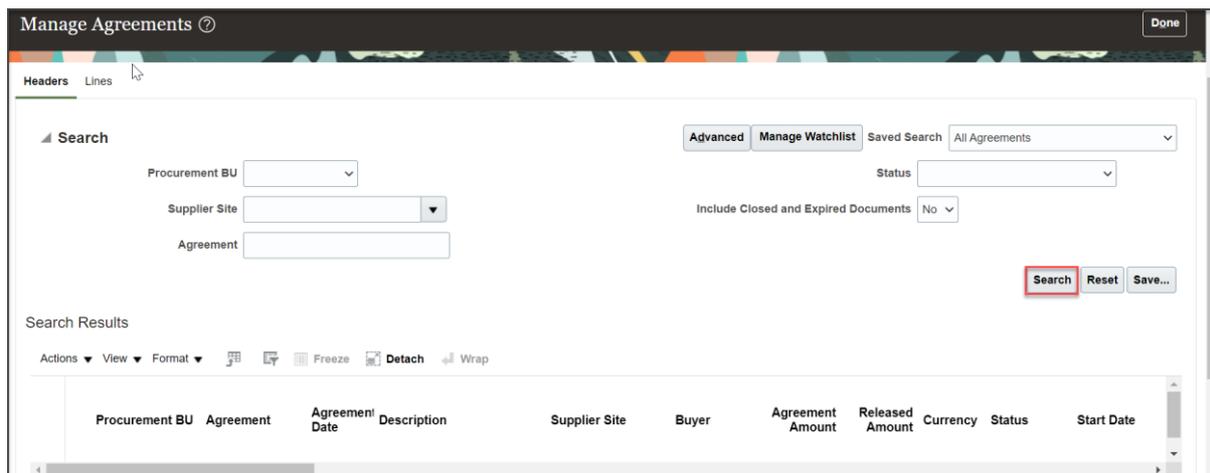
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1. From the Supplier Portal Homepage, click the **Manage Agreements** link on the left side of the screen under the Agreements Heading.



The Manage Agreements Search screen displays

2. Click Search.



The existing agreements will display.

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- Click the **Agreement** link for the No Buyer agreement to see Special Order Items.

Procurement BU	Agreement	Agreement Date	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	Start Date
ENTERPRISE BU	BPA_1064	6/22/23		P-PA-NORTH-02	Shutt, Mandy	7,235,497.80	USD		Open	
ENTERPRISE BU	BPA_1063	6/22/23		P-PA-NORTH-02	No Buyer	2,816,036.02	USD		Open	

Items tied to the agreement will display.

- Scroll down to see the BPA lines. Click **View** and **Query by Example** to add a filter to the screen.

Supplier Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details	Type
Dally's Blue Hawaiian...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods	
Yes Way Rose Bubbl...	MPROC.Stock ...	Each	7.62	0.00		Open		Goods	
Cavichiolli 1928 Pros...	MPROC.Stock ...	Each	7.87	0.00		Open		Goods	
Fernet Branca Liqueur	MPROC.Stock ...	Each	1.69	0.00		Open		Goods	
Dally's Bahama Mam...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods	
Dally's Jamaican Smil...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods	

- Enter the PLCB **Item** number of the item you want to verify the current cost of, and click **Enter**. Alternatively, you could scroll through the lines to find the item.

Line	Item	Supplier Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details	Type
1	00000145		Dally's Blue Hawaiian...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods
2	00000453		Yes Way Rose Bubbl...	MPROC.Stock ...	Each	7.62	0.00		Open		Goods
3	00000524		Cavichiolli 1928 Pros...	MPROC.Stock ...	Each	7.87	0.00		Open		Goods
4	00000572		Fernet Branca Liqueur	MPROC.Stock ...	Each	1.69	0.00		Open		Goods
5	00000611		Dally's Bahama Mam...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods
6	00000626		Dally's Jamaican Smil...	MPROC.Stock ...	Each	1.04	0.00		Open		Goods

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- The cost that is displayed is the current cost of the item. The BPA cost will be updated when the cost change goes into effect.

Lines

Actions View Format Freeze Detach Wrap

Line	Item	Supplier Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details	Type	Revisi
953	000579801		Partida Tequila Anejo ...	MPROC.NonSto...	Each	27.67	0.00		Open		Goods	

- Click the **Details icon** to see the before/after cost changes, once a new cost change has gone into effect.

Lines

Actions View Format Freeze Detach Wrap

Line	Item	Supplier Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details	Type	Revisi
953	000579801		Partida Tequila Anejo ...	MPROC.NonSto...	Each	27.67	0.00		Open		Goods	

Information about the selected BPA line item will display.

- Scroll down to the Price Breaks section of the screen to see the before and after costs for the item.

Price Breaks

Actions View Format Freeze Detach Wrap

Price Break	Ship-to Organization	Location	Quantity	UOM	Price	Discount Percent	Start Date	End Date
1				Each	10.97	0	1/1/00	10/4/23
2				Each	5.00	54.421	10/5/23	

- Click **Done** three times to return to the Supplier Portal Dashboard